

Why do I Need a Zoning Certificate?

A Zoning Certificate ensures all construction within Miami Township complies with its zoning regulations.



For What Types of Projects?

A Zoning Certificate is required for all new construction. This includes:

- New Homes
- Additions to Homes
- Finishing Basements
- New Apartments
- New Commercial and Industrial Buildings
- Additions to Commercial and Industrial Buildings
- New Businesses
- Home Occupations
- Swimming Pools
- Storage Sheds
- Detached Garage
- Signs, Permanent and Temporary

The list is not all inclusive, but does indicate the most common projects which require a Certificate. Zoning Certificates are not normally required for remodeling projects such as remodeling a kitchen or bath, new windows or a new roof.

What Do I Need to Obtain a Zoning Certificate?

To obtain a Zoning Certificate you must complete an application form. This is a one page form that provides basic information on the proposed project. In addition to the application form you must provide two (2) copies of a site plan and one (1) copy of the plans for your project. There is an application fee required for each application.

How Long Does it Take to Get a Zoning Certificate?

Most Zoning Certificates can be issued the same day over the counter provided the application is complete. Commercial, Industrial and multi-family projects will require more time due to a requirement for a site plan review. Zoning Certificates for these projects can be issued in approximately two (2) weeks depending on the complexity of the project.

Where Do I Get a Zoning Certificate?

Zoning Certificates can be obtained at the Miami Township Department of Community Development located at 6101 Meijer Drive, Milford, Ohio 45150. Office Hours are from 8:00 AM to 4:30 PM, Monday through Friday.

Your Community Development Staff:

Larry Fronk, Community Development Director
Gloria Condelles, Zoning Administrator
Jim Brockman, Zoning Inspector

Zoning: (513) 248-3731
Planning: (513) 248-3725
FAX: (513) 248-3730

Web Page: www.miamitwpoh.gov

**MIAMI TOWNSHIP
APPLICATION FOR ZONING CERTIFICATE**

Office Use Only

Fee _____

Check # _____

Receipt # _____

Application No. _____

Date: _____

Applicant Name: _____ Phone : _____

Mailing Address: _____

Address of Subject Property _____

Owner of Subject Property _____

Address of Owner: _____

Subdivision _____ Lot Number _____

PIN _____

If not in a recorded subdivision, please attach legal description.

Nearest Cross Street : _____

Architect or Engineer: _____

Mailing Address: _____

Zoning Classification: _____ Estimated Cost of Construction _____

Use Intended for Building, Structure, or Parcel of Land _____

New Construction _____

Alteration _____

Accessory Building _____

Other _____

Area of Lot _____

Floor Area of Building _____

No of Stories _____ Height _____

Setbacks: Front (from Right-of-way) _____

Rear Yard _____

Right Side Yard _____ Left Side Yard _____

Please attach two copies of all applicable plans.

Signs Only

Sign Type _____

Sign Dimensions _____

Sign Height _____

Sq ft per face _____

Setback from right-of-way _____

Setback from left side yard _____

Setback from right side yard _____

Setback from rear yard _____

Applicant Signature: _____